

COLUSA COUNTY CHILDREN AND FAMILIES COMMISSION

Minutes of Public Meeting

June 11, 2002

The meeting of the Colusa County Children and Families Commission was called to order at 3:20 p.m. in the Morse Conference Room at the Colusa Library, 738 Market Street, Colusa, California. Commissioners Christy Scofield, Nolan Gonzales and Nancy Parriott were present constituting a quorum. Commissioners Barbara Hankins and Dolores Gomez were not present.

Public attending: Kathy Davidson and Charlette Lauppe.

Items discussed in accordance with the publicly posted agenda were as follows:

1. Approval of April 30, 2002 meeting minutes

Commissioner Parriott moved to approve minutes of the April 30, 2002 meeting as presented; motion seconded by Commissioner Gonzales. The motion was passed unanimously by voice vote (3/0).

2. Review outstanding invoices and approve payment of expenses

A total of thirteen invoices were presented for payment:

An invoice and monthly status report was presented by Charlette Lauppe, DBA A to Z Consulting for professional services rendered to the Commission during the month of May 2002. Invoice #00027 for \$5,040.00 professional fees.

Invoice, #00027 for \$2,617.33 was presented by Charlette Lauppe, DBA A to Z Consulting for reimbursement for costs related to Commission business for May 2002.

Invoice in the amount of \$5,000.00 from Pierce Joint Unified School District for Mini Grant funding payment for Arbuckle Elementary School playground equipment & improvements agreement #01-02MG5.

Invoice in the amount of \$105.12 from ABC School Supply, Inc. for Invoice #8512966 for Mini Grant for Leonor Zaragoza agreement #01-02MG29.

Invoice in the amount of \$67.95 from School Specialty for Invoice #206871 for Mini Grant for Pamela Niehues agreement #01-02MG14.

Invoice in the amount of \$105.70 from Kaplan Companies Inc. for Invoice #535449 for Mini Grant for Margarita Rodriguez agreement #01-02-MG15.

Invoice in the amount of \$21,575.00 from County of Colusa D.H.H.S. for the HUGS Program in payment of Grant Funding Contract Agreement 08-2000-01.

Invoice in the amount of \$445.09 from Johnson Printing and Design, Inc.; Invoice in the amount of \$580.09 from Scholastic Inc.; Invoice in the amount of \$115.08 from UpStart; Invoice in the amount of \$32.34 from Susan Rawlins for Grant Funding 7-2000-01 for the Colusa County Library Book Buggy Grant Award.

Invoice in the amount of \$304.48 from Johnson Printing Design, Inc. for job #42642 for the Commission 3rd Quarter Grantee Newsletter.

Invoice in the amount of \$25,000 from Maxwell Unified School District for Grant Award payment for Maxwell Elementary School Contract Agreement 2-2000-01.

Commissioner Gonzales moved to approve payment of the thirteen invoiced expense items as presented; motion seconded by Commissioner Parriott. Motion was passed unanimously by voice vote (3/0).

Request from Lynn Roberts, State Commission staff, to return \$25,000 School Readiness Implementation and Planning money sent to the Commission in error. Ms. Lauppe presented a note from Ms. Roberts explaining that she had erred in sending the full \$50,000 for this year's School Readiness Implementation funds. Colusa County was awarded an annual implementation fund allocation of \$25,000 for each of the four years beginning 2001/02. Colusa was entitled to two years' allocation for the first year or \$50,000 which they received. That would leave \$25,000 for each of the remaining years, however Ms. Roberts sent \$50,000. Ms. Roberts is requesting that the Commission authorize sending \$25,000 back to the State Commission to correct the error. \$25,000 will be available to Colusa County for request next year for School Readiness Implementation and Planning as designated by the State Commission.

The Commission discussed the error and decided to follow through with Ms. Roberts request and instructed Ms. Lauppe to apply for the balance of School Readiness Implementation Funds as soon as it was appropriate to do so.

Commissioner Parriott moved to approve a check to be paid to the California Children and Families Commission in the amount of \$25,000.00 as requested by Ms. Roberts to correct the error discussed and to give Ms. Lauppe authority to draft a memo making this request to the Auditor's Office for a check to be sent; motion seconded by Commissioner Gonzales. Motion was passed unanimously by voice vote (3/0).

3. Public comment and unscheduled matters (The Colusa County Children and Families Commission will not be making a determination on items brought up during this portion of the agenda)

Ms. Lauppe announced the following:

The Commission Colusa County Fair Booth won second place for their Speciality Booth and will be paid \$200.00 in prize money. This will offset the cost of materials to construct the booth.

Commissioner Parriott said that she visited the booth at the fair and thought the booth was attractive and informative.

Rural County augmentations were approved by the State Commission at the May meeting, however, the State Commission advised augmentations to rural counties would only be approved for two more years. Counties must use this time to plan for future sustainability.

The Capitol Field Trip is scheduled for tomorrow June 12, 2002.

4. Strategic Plan review

Commissioner Parriott moved to approve the Strategic Plan Review 2002 with approved minor corrections; motion seconded by Commissioner Gonzales. Motion passed unanimously by voice vote (3/0).

5. Public Hearing California Children & Families Commission Annual Report to the State FY00/01

Commissioner Scofield opened the public hearing for the California Children & Families Commission Annual Report to the State FY00/01 and asked for any comments from the public.

Kathy Davidson, Colusa County Office of Education Assistant Superintendent, said that she liked the format of the county reporting because it made the information uniform and easy to use for comparison county by county.

Commissioners discussed that they were pleased with the report from Colusa County and felt that the entire Annual Report was informative.

Commissioner Scofield asked for further comments or. Hearing no further comments, the public hearing was closed.

Commissioner Parriott moved to accept the California Children & Families Commission Annual Report to the State FY00/01 as presented; motion seconded by Commissioner Gonzales. Motion passed unanimously by voice vote (3/0).

6. Colusa County Library Grant Update

The Commission asked that this item be continued at the next meeting.

7. California State Library Families For Literacy 02/03 Application

Ms. Lauppe explained that Colusa County Library submitted an application to California State Library Families For Literacy for funding to hire a staff person to initiate an outreach to communities to assess families who may need ESL services. This will coordinate with the Book Buggy project. No action was necessary and the item was taken as information only.

8. Shared Staffing CAPC & School Readiness

Kathy Davidson asked the Commission to consider joint staffing for the Child Abuse Prevention Council and the Family Action Center in Arbuckle if funded and presented a diagram of the suggested staffing.

The Commission discussed the possibilities of shared or joint staffing and said that they would consider the proposed plan, however at this time the status of School Readiness Initiative Application and funding and Proposition 10 funding is unknown due to declining revenues. Commissioners expressed concern with diluting the position of a director for the CAPC and School Readiness Program by combining the positions.

Ms. Davidson explained that many details would need to be worked out for a successful plan to share staffing.

The Commission asked that this item be continued.

9. Executive Director Report

Ms. Lauppe submitted a written report and said that she is in discussions with the TASC on a Scope of Work to secure further technical assistance services from Giovanna Stark for next School Readiness steps. In addition Ms. Lauppe has requested technical assistance with the development of Financial Planning for the Commission.

10. Grant Funding 02/03

The Commission reviewed budget projections FY 2002/2006 and multiple year grant funding for several grants awarded in the 2000/01 Grant Funding program. With declining revenues and the additional funding commitment for school readiness programs the Commission discussed the limited status for further grant funding at this time.

Commissioner Parriott moved not to move forward with the Grant Funding Program 02/01 at this time; motion seconded by Commissioner Gonzales. Motion passed unanimously by voice vote (3/0).

11. Adjournment

The meeting was adjourned at 5:20 p.m.

The next meeting will be held on Tuesday, July 9, 2002 at 3:00 p.m. at the Colusa County Library Morse Conference Room.

Minutes prepared by Charlette Lauppe, Executive Director to the Commission.

- Attachment A: 13 Invoices
- Attachment B: Rural Caucus Update 4, May 22, 2002
- Attachment C: Period General Ledger Audit Trail Report dated 1/4/02
- Attachment D: Copy of California State Library FFL 2002/2003 Application signature page
- Attachment E: Strategic Plan Update 2002
- Attachment F: Shared Staffing CAPC & School Readiness Plan – Kathy Davidson
- Attachment G: Executive Director Report
- Attachment H: Revised Grant Funding 02/03 package
- Attachment I: Copy March 12, 2002 meeting minutes – Item #5
- Attachment J: FY 2002/2006 Budget Projection
- Attachment K: Fair Booth Exhibit Tag – 2nd Place Winner
- Attachment L: 3rd Quarter Grantee Newsletter